




CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

MEMORANDUM

To: State Purchasing Officer
Procurement Compliance Monitors
Agency Procurement Staff

From: Ellen H. Daley, CPO 

Date: January 11, 2021

Subject: Role of the IT SPO

To promote efficiency and consistency in IT procurements, the Chief Procurement Officer created in 2016 the position of State Purchasing Officer for Information Technology (IT SPO) to review and approve technology procurements for all agencies.

Since 2016, Senior SPO Kylie Carter has served as the IT SPO. Other SPOs that are currently designated IT SPO are Senior SPO Jennifer Klein and SPO David Papp.

To streamline the IT SPO's review and approval process, the responsibility for some steps will move from the IT SPO to the agency SPO. The IT SPO will be available to consult at any step in the procurement process.

The agency SPO and the IT SPO will collaborate to ensure that technology procurements are conducted efficiently and consistently, and are beneficial to the State.

When a procurement has specifications for both IT and non-IT supplies or services, the agency SPO and IT SPO will work collaboratively. The IT SPO shall provide guidance on the IT portion of the solicitation.

Invitation for Bids (IFBs) and Requests for Proposal (RFPs)

Task	Responsible SPO
Review and approve procurement method and solicitation document	Agency SPO and IT SPO shall be agreement
Approve procurement method and solicitation document	IT SPO shall memorialize approval in an email. Agency SPO shall include IT SPO email in the procurement file and complete procurement in BidBuy
Review and approve award	Agency SPO
Review and approve contract	Agency SPO



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Sole Sources

Task	Responsible SPO
Review and approve procurement method and Sole Source Justification Form (SSJF)	Agency SPO and IT SPO shall be agreement
Approve procurement method and SSJF	IT SPO shall memorialize approval in an email. Agency SPO shall include IT SPO email in the procurement file and complete procurement in BidBuy
Publish SSJF hearing notice	Agency SPO
Attend hearing if held	Agency SPO
Publish hearing cancellation notice (as appropriate), SSJF Part II, and any other required information	Agency SPO
Review and approve award	Agency SPO
Review and approve contract	Agency SPO

Emergency Procurements

The agency SPO shall notify the IT SPO of emergency IT procurements.

Task	Responsible SPO
Perform all SPO procurement responsibilities	Agency SPO

Renewals

The IT SPO will not be involved with contract renewals, unless the agency SPO requests the IT SPO's involvement.

Requests for Information (RFIs)

The agency SPO shall be responsible for review and publication.

Task	Responsible SPO
Review and publish RFI	Agency SPO

Release off Masters (ROMs)

The IT SPO may be consulted if there are questions about the appropriateness of an IT release off a master.